

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140041-7

Classification

7
(01/8)

<p>REPORTS INVENTORY</p>						<p>CONTROL NO.</p>	
<p>PREPARE IN DUPLICATE</p>						<p>DDS-OTR-LS-16</p>	
<p>1. TITLE OF REPORT (if a fill-in report include Form No.)</p> <p>LANGUAGE TRAINING REPORT</p>						<p>2. TYPE OF REPORT</p> <p>XXX STATISTICAL</p> <p>XXX NARRATIVE</p> <p>MACHINE-NAME LISTING</p>	
<p>3. FUNCTIONAL AREA</p>		<p>PERSONNEL</p> <p>LOGISTICS</p> <p>MEDICAL</p>		<p>XXX TRAINING</p> <p>SECURITY</p> <p>FINANCE</p>		<p>ADMIN. GENERAL</p> <p>OTHER (specify)</p>	
<p>4. NO. OF COPIES PREPARED</p> <p>10</p>		<p>5. FREQUENCY (weekly, monthly, quarterly, etc.)</p> <p>Annual</p>		<p>6. DISTRIBUTION (No. of components not number of copies)</p> <p>5</p>			
<p>7. FORMAT (memorandum, form computer print-out, etc)</p> <p>Memo</p>		<p>8. ADP PROCESSING</p> <p>YES IF YES GIVE ADP PROCESSING NO.</p> <p>XXX NO</p>		<p>9. DIRECTIVE AUTHORITY REQUIRING REPORT</p> <p>DTR Verbal Order</p>			
<p>10. PREPARING COMPONENT (include lowest level contributing information to report)</p> <p>Language School</p>				<p>11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)</p> <p>6 (Reports by LS Dept. Chiefs, Branch Chiefs and Registrar.)</p>			
<p>12. COST FACTORS</p>							
<p>A. MANUAL PREPARATION AND REVIEW COSTS</p>							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-10	5.23		40		209.20		1 \$209.20